

Headteacher Application Pack

Closing Date:

Shortlisting Date:

Interview Date:



Welcome to:

Chair of governors

Welcome from the CEO

Link to school website:

Link to Trust website:

Link to Parish website:

Our location

Map

Job Description

Job Title:

Role:

Group:

Pay Range:

Type of contract:

As a leader of a Catholic school community, a Headteacher:

- Serves in the best interests of the school's pupils
- Conducts themselves in a manner compatible with their position in the Church and wider community by behaving ethically, fulfilling their professional responsibilities and modelling the values and virtues of a good citizen of the kingdom of God
- Uphold their duty to give account and accept responsibility
- Know, understand and act within the statutory frameworks which set out their professional duties and responsibilities
- Take responsibility for their own CPD, engaging critically with educational research to further the Church's mission in education

THE HEADTEACHER IN THE CATHOLIC SCHOOL/ACADEMY

Catholic schools and academies in the Archdiocese of Southwark are established to provide the highest standards of Catholic education for the children and young people in their care. They form a vital part of the educational mission of the Diocese, and make a major contribution to the Church's task of evangelisation. They are challenged to be communities of hope and of witnesses to the love of Jesus Christ.

By accepting the post of headship, headteachers make a public commitment to follow Christ's example of leadership. They share in the ministry of the Archbishop and undertake their work in communion with him, with all the catholic schools, academies and colleges in the Diocese and with the wider Church community.

Catholic schools and academies are at the interface of many different understandings of life, society and education. The difference between the Christian approach to education which is based on an understanding of life as God's gift, and a general approach to education which does not openly acknowledge any religious values is of fundamental importance. However, in a fast moving world where there are innumerable issues to be dealt with on a daily basis, the challenge to discern what will assist the growth of the community is not an easy one.

Prayer and reflection are essential for headteachers, who give witness by their example to the central importance of relationship with Christ. Their exercise of leadership should increasingly demonstrate qualities of love and forgiveness, of service, of respect for the individual and of care for the disadvantaged. Their roles give them a position of influence, not only with pupils, staff, parents and governors, but also in much wider contexts.

The nature of the headteacher's role means there are high expectations of those applying for headship. Candidates should be people of prayer and have a sound theological and educational understanding and the qualities of wisdom and discernment necessary to manage the tensions and ambiguities of the role. They must be baptised Catholic or received into the Catholic Church, in good standing in their parish and wider Catholic community, there must not be anything in what they believe or practice that is against the teachings of the Catholic Church and they must be in full sacramental communion with the Church.

The demands of the role could appear to be impossible. Certainly, no headteacher can succeed in fulfilling most requirements of the job without the support of colleagues in and out of school, of all members of the Church community and of family and friends. But if a person is called to this ministry God will give her or him the grace and strength to carry it out, to begin again after failure and to find great joy in responding to the mission.

Person Specification for a Headteacher in the Archdiocese of Southwark

Section 1: Ethics and Professional Conduct.

Catholic Headteachers are expected to demonstrate consistently high standards of principled and professional conduct, inspired by Christ and demonstrate the qualities of character, fundamental to the Catholic tradition: faith, hope, love, justice, solidarity temperance, fortitude and practical wisdom. A Catholic Headteacher is expected to meet the teachers' standards and be responsible for providing the conditions in which teachers can fulfil them.

In addition, a Catholic headteacher upholds and demonstrated the Seven Principles of Public Life, at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

A Catholic Headteacher is the custodian of a Catholic school and as such embodies the abundant hope of the Church has placed in education. A Catholic Headteacher is entrusted with the task of human formation in conformity with Christ and Church teaching, maintaining high standards of ethics and behaviour, both within and outside school.

A Catholic Headteacher:

- Builds relationships of mutual respect, rooted in the belief that all are made in the image and likeness of God and observe proper boundaries appropriate to their professional position.
- Will show tolerance and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary society, enabling each person to play their full part in building and sustaining the Common Good.
- Will uphold British values, including democracy, rule of law, individual liberty and mutual respect, tolerance of those of different faiths and beliefs understanding that such values are rooted in the Catholic understanding of dialogue and Catholic Social Teaching.

Section 2: Headteacher Standards.

School Culture

- To establish and sustain a Christ centred vision embodied in the school's Catholic mission, ethos and strategic direction in partnership with the parish and Trust (If appropriate), governors, the school community and Archdiocese.
- To create a Christ inspired culture where pupils experience a positive and enriching school life, enabling them to flourish.
- To uphold aspirational educational standards, which reflect the distinctive nature of Catholic education and which prepares pupils from all backgrounds for their future.
- To ensure a culture of professionalism based on mutual respect and the pursuit of excellence.

Teaching

- To establish and sustain high quality teaching, across all subjects and phases, built on evidence and research based understanding
- To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of the subject or specialism and demonstrates how each subject and discipline, contributing to the Christian vision of human flourishing.

Curriculum and Assessment

- To ensure a broad, structured and coherent curriculum entitlement, grounded in the distinctive characteristics of Catholic education which clearly sets out the knowledge, skills and values that will be taught.
- To establish and develop effective curricular leadership, developing the expertise of subject leaders, providing access to range of networks and communities.
- To ensure valid, reliable and accurate approaches are used when assessing pupils' knowledge and understanding of the curriculum.

Behaviour:

- To develop and establish high expectations of behaviour, based on love, justice and reconciliation, built upon relationships and rules that are understood by all.
- To ensure high standards of behaviour through the promotion of the school's values, ethos and mission, in accordance with the school's behaviour policy.
- To adopt a consistent approach to the application of behaviour management.

SEND:

- To ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities in light of the principles of Catholic Social Teaching.
- To ensure the school works effectively in partnership with parents, carers, parish and professionals, to identify the needs of SEND children, providing support and adaptation where required.
- To ensure that the school fulfils its statutory duties with regards to the SEND code of practice.

Professional Development:

- To ensure that staff are provided with high quality CPD, in all areas of practice and that is aligned to the school development areas.
- To make sure that all CPD is strategically planned, sequenced and evaluated. That is consistent with the approaches laid out in the standards for teachers' professional development
- To draw on experts to provide high quality CPD, including diocesan and nationally recognised career and professional frameworks and programmes.
- To ensure the building of capacity and to support succession planning.

Organisation and Management:

- To have an effective approach to safeguarding, to ensure the protection and safety of both staff and pupils.
- To allocate and prioritise financial resources, ensuring efficiency, probity and effectiveness. The use of public funds should reflect the school's Catholic mission.
- To ensure a good work/life balance for staff, through effective management and deployment.
- To develop and oversee systems, processes and policies that enable the school to operate effectively, where there is a clear understanding of the Church's mission in education.
- To have a robust approach in identifying, managing and mitigating any risks

Continuous School Improvement:

- To identify, evaluate and analyse any persistent problems and barriers which limit the effectiveness of the school, identifying key areas for improvement.
- To develop evidenced based and well-targeted plans that are both timely and realistic and which are suited to the school's Catholic context.
- To ensure careful and effective implementation of improvement strategies, which lead to improvement over time.

Working in Partnership:

- To develop strong relationships with the wider community, working in partnership with parents, carers, the parish, diocese and the local community.
- To develop the network of Catholic schools, other schools and organisations, in a spirit of challenge and support.
- To develop relationships with other professionals in a range of public services, to improve the educational outcome for all pupils.

Governance and Accountability:

- To embrace the contribution of effective governance, rooted in strategic stewardship of Catholic mission in education, upholding the obligation to give account and accept responsibility.
- To develop and nurture a professional and appropriate relationship with governors which is inspired by a Christ centred vision for human formation.
- To ensure that staff are clear on their professional responsibilities and that they are held to account.
- To ensure that the school operates within the required regulatory frameworks and meets all of its statutory duties.

Based on the 2020 DfE Headteachers' Standards. These have been amended to reflect the distinctive nature of Catholic leadership and the role of a Catholic leader in upholding the mission of the Church.

Person Specification for a Headteacher at:

Introduction

- The status of the school and where it sits as part of the diocese, with a focus on the Memorandum and Articles
- The purpose of the person spec
- What is required from a candidate, the qualities and skills for leadership in a Catholic school?
- What the school can offer any successful candidate and what level of experience the school are looking for, an experienced headteacher or someone new to the role.
- What are the expectations regarding qualifications; NPQH or CCRS

Definition of a practising Catholic from Christ at the Centre

Therefore, for appointment as a member of the governing authority of a Catholic school or to key posts within the school, a 'practising Catholic' is to be defined as someone who has been sacramentally initiated into the Catholic Church and who adheres to those substantive life choices which do not impair them from receiving the sacraments of the Church and which will not be in any way detrimental or prejudicial to the religious ethos and character of the school. Inspired by the Gospel and sustained by God's grace, a 'practising Catholic' will give sincere external expression to their interior faith through specific religious, moral and ethical behaviour which is in accordance with the teaching of Christ and the Catholic Church.

Person Specification

Qualities and Knowledge	Essential or Desirable	Evidence
A practising Catholic, evidenced by a priest reference	E	I/R
Qualified Teacher Status	E	A
Degree	E	A
NPQH or similar	D	A
CCRS	D	A
Teaching and leadership experience in one or more Catholic primary/secondary schools	D	A/I/R
Lead by example and be a positive role model with excellent communication skills	E	I/R
Ability to articulate a clear vision and purpose for Catholic education and to share their Catholic faith with a range of colleagues who may or may not be Catholic	E	A/I/R
Personal impact and presence	E	I/R
Participation in a parish community	E	A/I/R
Ability to lead the spiritual development Of staff and pupils	E	I/R
Understand the current educational provision and the wider school systems	E	A/I
Political and financial astuteness	E	A/I/R
Demonstrate and experience of working alongside clergy and faith leaders.	E	A/I/R
Pupils and Staff	Essential or Desirable	Evidence
Have ambitious standards and high expectations for all pupils	E	A/I/R
Excellent understanding of high quality teaching and learning	E	A/I/R
Promote the development of the whole child	E	A/I/R
Use data analysis to effectively drive whole school improvement	E	A/I/R
Encourage staff and pupils to develop their unique potential, character	E	A/I/R
Identify emerging talent, develop excellence and clear succession planning	E	A/I/R
Systems and Process	Essential or Desirable	Evidence
Effective strategic leadership and astute and understanding of school finance	E	A/I/R
Ensure the safety of all staff and pupils, at all times	E	A/I/R
Promote excellent behaviour and positive attitudes to school life	E	A/I/R
Systems for appraisals to hold all staff to account	E	A/I/R

Skills to challenge underperformance	E	A/I/R
Understanding the importance of strong governance to hold the school to account	E	A/I/R
Ensure value for money in deploying resources and budgets, for the best outcomes for all	E	A/I/R
Promote distributive leadership throughout the school	E	A/I/R
School Improvement	Essential or Desirable	Evidence
Knowledge and experience of working with other schools and organisation	E	A/I/R
Develop effective partnerships with other professionals	E	A/I/R
Use evidence based research to achieve excellence	D	A/I/R
Provide opportunities for high quality staff development	E	A/I/R
A confident and innovative approach to school improvement	E	A/I/R
Provide inspiration and encouragement for all members of the community	E	A/I/R
Child Protection	Essential or Desirable	Evidence
Ensure all CP policies and procedures adopted by governors are fully implemented and adhered to by staff	E	A/I/R
Ensure that sufficient resources and time are allocated to enable staff to perform their CP related responsibilities effectively	E	A/I/R
Securing Accountability	Essential or Desirable	Evidence
Fulfil all commitments arising from contractual accountability to the governing body	E	A/I/R
Ensure individual staff accountabilities are clear, understood, agreed, reviewed and evaluated	E	A/I/R
Work with the governing body to enable it to meet its statutory responsibilities	E	A/I/R
Develop an accurate and understandable account of the school's performance for a range of stakeholders	E	A/I/R
Personally contribute to school achievement, taking account of feedback from others	E	A/I/R
Strengthening the Community	Essential or Desirable	Evidence
Build a culture and curriculum which takes account of the richness and diversity of the community's Catholic faith	E	A/I/R
Create and promote strategies for challenging racial and other prejudices	E	A/I/R
Ensure that learning experiences are enriching and are linked into and integrated with the wider community	E	A/I/R

Collaborate with agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of all	E	A/I/R
Develop and maintain an effective partnership with parents and carers	E	A/I/R
Share effective practice, working in partnership with other schools	E	A/I/R
Application Form and Letter	Essential or Desirable	Evidence
The appropriate form to be completed in full and legible	E	A
Supporting statement to be clear, concise and related to the post being applied for and appointment criteria (No more than 2 sides of A4 in font size 11)	E	L
Confidential References and Reports	Essential or Desirable	Evidence
A positive and supportive written faith reference from a priest where the applicant regularly worships	E	R
A positive recommendation from current employer or Headteacher	E	R
A second professional reference	E	R



Dear Applicant,

Thank you for applying for the post of headteacher in our wonderful Archdiocese.

There are currently 2 all-through schools, 31 secondary schools, 2 tertiary establishments and 127 primary schools serving 68,033 children and young people.

The Archbishop's vision is that our Archdiocese will be home to five Catholic Academy Trusts. At present, we have three established, they are Kent Catholic Schools' Partnership, South East London Catholic Academy Trust and St Benedict Catholic Academy Trust. Our other emerging CATS are Sancta Familia and Christ the Redeemer.

There are a variety of ways in which we encourage our staff to network with one another. All new head teachers are allocated a mentor, join in with a five-part induction process, as well as a variety of spiritual opportunities to meet with and form relationships with other leaders across our wide and diverse Archdiocese.

Should you be making the decision on whether working in one of our Catholic schools would be right for you, we would urge you to visit the school, talk to the current leadership and the parish priest to ensure that you are making the right decision in your career's journey. It is a rewarding commitment, one that will fulfil you professionally and spiritually. If you have any queries about the commitment required, please contact one of our Education Service staff who will be happy to support and advise.

Sincerely in Christ



Canon Victor Darlington
Episcopal Vicar for Education Archdiocese of Southwark

Headteacher Wellbeing Offer



The Offer:

The service is:

- Designed and structured to meet the needs of Headteachers in the Archdiocese
- A confidential provision for Headteachers in all phases
- An opportunity to talk confidentially on a personal and professional basis
- Created to facilitate and nurture links with other Headteachers and professionals

The Aims of the Service:

The service:

- Promotes the wellbeing of Headteachers in the Archdiocese
- Provides support for individual Headteachers
- Assists the Headteacher in the resolution of issues
- Enables the development of networks
- Supports the development of networks and relationships between Headteachers, Governors and diocesan and local authority personnel

The role of the Archdiocese

- The Archdiocese is committed to supporting Headteachers in their role and to working in partnership with its trusts and schools
- The Education Service acts as the agent in the employment of a coordinator for Headteacher wellbeing